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Stark County Law Library Association

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BEGINNERS

Internet 103: Law Lists

Use "Reply" rather than "Reply to All" unless you have a **really good reason** not to!!



Before we begin this month's topic, there is one last important item about e-mail that I didn't have room for last month and I felt you were probably on "overload" and might miss it!

Most of last month's e-mail tutorials mentioned "Reply" and "Reply to All", but only a few explained the difference between them..

A message that you've received may have been addressed to several people. For example, if your address was in the "To:" line of the original message along with 10 other addresses and you hit "Reply to All" your response goes to all 10 names. The same holds true for a "Forward" message. All the addresses in the "To:" line are visible and accessible to whomever you forwarded the original message. (Potentially VERY embarrassing if you wrote something about one of the addressees!) If you hit "Reply" the message goes only to the person who sent you the e-mail.

The "To:" line is where you put the address of the person to whom you are sending your message. If you want other people to know about the message you should

include their addresses on the "Cc:" or "Bcc:" lines.

The Cc: stands for carbon copy, or courtesy copy. Bcc: stands for "Blind" carbon copy.

The general rule is that you send a "Cc:" to people who need to know about, but don't need to respond to your e-mail. But a "Cc:" lists the addresses of each person to whom the original message was sent. This can also lead to embarrassment and it is bad email etiquette to share e-mail addresses with groups of people unless they have given you permission.

Recap: Address the message to yourself and put everyone else that you want to read the message in the "Bcc:" line and use "Reply" unless you have a **really good reason** not to!!

Source: Lee, T.J., TNPC Primer - Email Basics Part 1. <<http://www.thenakedpc.com/articles/v04/07/0407-03.html>>

Now, on to law lists: Just what is a "Law List"? Lyonette Louis-Jacques from the University of Chicago offers this definition from an article in Law Technology Journal:

Special points of interest:

- Know the difference between "Reply" and "Reply to All"
- Know when to use "Cc:" and when to use "Bcc:"
- There are many law lists from which to choose.
- About.com has a forum just for "newbies" to practice and ask questions. They also offer a good tutorial on how to use it.

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BEGINNERS

Internet 103: Law Lists (Continued)

What Are They?

"A 'law list' is an electronic mailing list for substantive discussions of law-related issues. A law list can also focus on dissemination of information about print and electronic law-related resources, computing and librarianship. It can be an electronic newsletter or journal on a law-related topic. A list can be called a listserv, mailing list, electronic discussion group, forum, e-mail list, e-conferences..."¹

"A 'law list' is an electronic mailing list for substantive discussions of law-related issues."

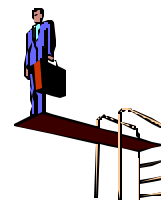
The University of Chicago maintains a comprehensive list of Law Lists and directions for joining at <<http://www.lib.uchicago.edu/~lhou/lawlists/info.html>>.

Hieros Gamos provides a list of discussion groups listed by topic at <<http://www.hg.org/listservs.html>>

Yahoo!'s groups are at <<http://dir.groups.yahoo.com/dir/Government-Politics/Law/>>

But for the most up-to-date listing of ALL (48,444 public LISTSERV) lists on the Internet go to <<http://www.lsoft.com/lists/listref.html>>

Before you jump in with the "Big Boys", why not get your feet wet in the wading pool?



About.com offers a good tutorial on using their forums at <<http://netforbeginners.about.com/internet/netforbeginners/library/blforumhelp.htm>>. Plus they have a forum just for "newbies". To quote Gwen Schertel and The About.com Guide to Internet For Beginners:

"This forum was created with you, the newcomer to the Internet, in mind. No one here will make you feel embarrassed or "behind the learning curve," so please feel free to post your comments and concerns. And always remember, "No Question Is A Stupid Question!"²

¹ Louis-Jacques, Lyonette. "Law Lists on the Internet." Legal Information Services. 6 June 2001. <<http://www.law.warwick.ac.uk/lj/3-2f.html>>

² Schertel, Gwen. "Internet for Beginners." 2001. About.com. 6 June 2001. <<http://forums.about.com/n/main.asp?webtag=ab-net4beginner&nav=start&lgnF=y>>

INTERMEDIATE

Digital Signatures

Special points of interest:

- Digital signatures use two keys, one encrypt and one to decrypt a message.
- The ABA Section of Science and Technology has produced a legal overview of the use of cryptology, electronic signatures, and entity authentication called the "Digital Signature Guidelines."
- The use of digital signatures is a way of distinguishing yourself from your competitors.

Digital signatures use what is called public key encryption, a system which uses dual keys, one **public** and one **private**. "The two keys bear a special, highly complex mathematical relationship. If the keys are long enough, it is extraordinarily difficult to deduce one of them from the other one. The fundamental principle of the system is that a message encrypted with either key may only be decrypted by the other key."¹



For a simple explanation of how this works go to: <http://what.is.techtarget.com/defintion/0,289893,sid9_gci211953,00.html>

The ABA Section of Science and Technology has produced a legal overview of the use of cryptology, electronic signatures, and entity authentication called the "Digital Signature Guidelines." It contains a tutorial that describes in simple terms the technological elements of the public key encryption system. It can be found

INTERMEDIATE Digital Signatures (Continued)

at <<http://www.abanet.org/scitech/ec/isc/dsg-tutorial.html>>. There is also a digital signature tutorial at <<http://www.commerce.state.ut.us/digsig/tutorial.htm>>.

containing sensitive matters, when encrypted, can be even more secure than using a telephone.”³

For more information go to: <http://searchsecurity.techtarget.com/bestWebLinks/0,289521,sid14_tax281912,00.html> or <<http://www.llrx.com/email/bibliography.htm>>.

¹ Lawson, Esq., Jerry. “An E-mail Security Primer For Lawyers: Part II: How to Protect Your E-mail.” 15 July 2000. [Internet Tools For Lawyers](http://www.netlawtools.com/security/emailsecurity2.html). 6 June 2001. <<http://www.netlawtools.com/security/emailsecurity2.html>>

² Lawson, Esq., Jerry. “An E-mail Security Primer For Lawyers: Part I: Do You Ever Need To Encrypt Your E-mail?” 15 July 2000. [Internet Tools For Lawyers](http://www.netlawtools.com/security/emailsecurity1.html). 6 June 2001. <<http://www.netlawtools.com/security/emailsecurity1.html>>

³ [The Pretty Good Privacy \(PGP\) Awareness Project](http://www.complaw.com/pgp.html). 12 March 2000. CompLaw®. 6 June 2001. <<http://www.complaw.com/pgp.html>>

Why Do I Need Them?

“Many potential clients, even ones who don't use encryption themselves, would find an attorney who at least gives them a choice more attractive. This is a way of distinguishing yourself from your competitors.”²

And “while there are concerns about the use of faxes or cellular phones for sensitive matters, this is one place that e-mail can really shine. E-mail

E-mail containing sensitive matters, when encrypted, can be even more secure than using a telephone.”

ADVANCED Keep Them Coming Back

Stale information is the **worst** way to ruin a good website!

“Stale web sites directly reduce repeat visits to a site. To encourage users to return to your site, the information must always be fresh and updated regularly. To notify users of new features, flag new information with a different-colored ‘New’ icon. Also, make sure that you include a ‘List Updated On’ date at the very top of your Web site.”¹


Links to some of the following websites may add interest to your site.

- Does your client list include many start-up businesses? If the answer is yes, a link to <<http://www.StartupJournal.com>> belongs on your web page! Keep your client from being one of the nearly 80% of startup businesses that fold within the first five years.
- Identity theft has become a real hot issue. The following are some good links to let your clients know you are looking out for them.

ADVANCED Keep Them Coming Back (Continued)

Identity theft has become a real hot issue.

The following are some good links to let your clients know you are looking out for them.

1. Privacy Rights Clearing House: Identity Theft Resources at <<http://www.privacyrights.org/identity.htm>>
 2. "Identity Theft on Rise: Who's to Blame?" <<http://hometown.aol.com/tellca/vol2no3.htm>>
 3. "Avoiding Identity Crime" and "When Identity Crime Strikes You" at <<http://www.state.oh.us/ohiostatepatrol/forms.html#ID>> (at the bottom of the page)
 4. "When Bad Things Happen to Your Good Name" at <<http://www.consumer.gov/idtheft/>>
 5. "What They (Don't) Know About You" at <<http://www.wired.com/news/politics/0,1283,43743,00.html>> 
- For your senior citizen clients:
 1. BenefitsCheckUp from The National Council on the Aging connects people over 55 with billions of dollars in untapped public assistance. It is at <<http://www.benefitscheckup.org>>
 2. Another good site is FIRSTGOV for Seniors at <<http://www.seniors.gov/index.html>>
 - Some interesting general interest links are:
 1. "How to Prepare Financially for a Layoff" by Milt Zall at <<http://www.fcw.com/fcw/articles/2001/0416/web-zall-04-20-01.asp>>
 2. "What Parents Can Do: The Role of Parents in Reducing Youth Access to Alcohol" at <<http://www.epi.umn.edu/alcohol/policy/parents.html>>
 3. "Are You A Working Teen?: What You Should Know About Safety and Health on the Job" at <<http://www.business.gov/busadv/frame.cfm?url=http://www.cdc.gov/health/adolescent.htm&catid=113&urlplace=maincat.cfm>>
 4. "Keep Schools Safe: A Collection of Resources to Help Make Schools Safer" at <<http://www.keepschoolssafe.org/>>
 5. JoeAnt.com at <<http://www.joeant.com>> rates websites on their suitability for children
 6. Divorce at <<http://www.SmartDivorce.com/divorcehottips.htm>> and <<http://www.divorcehq.com>>
 7. "Automobile Accident Legal Survival Checklist" at <<http://www.infojump.com/cat/Law/1569-out.html?pub,bottom>>
 8. "Drinking Water and Health: What You Need to Know" at <<http://www.epa.gov/safewater/dwhealth.html>>

¹ Jaffe, Jay M. and Kathryn E. Savarese. "The Internet Newsletter: Legal & Business Aspects: Top 10 Ways to Ruin Your Web Site." 5 June 2001. Jaffe Associates. 6 June 2001. <<http://www.get-serious.com/JaffeNews/ruin.html>>

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